

CORE COMPETENCIES

Career Development

- A1 Identify occupational interests, aptitudes and abilities.
- A2 Relate interests, aptitudes and abilities to appropriate occupations.
- A3 Identify desired life style and relate to selected occupations.
- A4 Develop a career path for a selected occupation. (G38, G39, G40, H77)
- A5 Select an immediate job goal.
- A6 Describe the condition and specifications of the job goal.

Job Attainment (Getting a job)

- B7 Construct a resume.
- B8 Conduct a job search.
- B9 Develop a letter of application.
- B10 Use the telephone to arrange an interview.
- B11 Complete application forms.
- B12 Complete employment tests.
- B13 Complete a job interview.

Job Survival (Keeping the job)

- C14 Demonstrate appropriate appearance.
- C15 Understand what employers expect of employees. (G53, H68, H75)
- C16 Identify problems of new employees.
- C17 Demonstrate time management. (H60, H70, H72)
- C18 Follow directions. (H66)
- C19 Practice effective human relations. (G51, G52, H64)
- C20 Appropriately quit a job.

Basic Competencies

- D21-25 (G42, H76, H78, H80, H81)
- D21 Comprehend verbal communications. (H65)
- D22 Comprehend written communications.
- D23 Communication writing.
- D24 Communicate verbally. (G49)
- D25 Perform mathematical calculations. (G59)

Leadership and Self-Development (Teamwork)

- E26 Demonstrate team membership. (G43, G45, G58, H71)
- E27 Demonstrate team leadership. (G47, G56, H61, H62, H74)
- E28 Deliver presentations to a group.
- E29 Compete successfully with peers.
- E30 Demonstrate commitment to an organization. (G44, G46)

Personal Skills (Healthy Lifestyles)

- F31 Understand types of maturity.
- F32 Identify a self-value system and how it affects life.
- F33 Base decisions on values and goals. (G54)
- F34 Identify process of decision making. (G41, G50, G55, H67)
- F35 Demonstrate ability to assume responsibility for actions and decisions. (G57, H69, H79)
- F36 Demonstrate a positive attitude. (G48, H63, H73)
- F37 Develop healthy self-concept for home, school and work.